



# City of Tempe

## PLAN REVIEW MANAGER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	424	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$98,901
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$133,516
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plan Review Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

The role of any Building Safety supervisor within the City of Tempe is to provide the best development services possible with an emphasis on excellent customer service. In addition, supervisors must be a mentor to their staff members and be an enthusiastic participant in a high performance work culture. This means that supervisors must use their exceptional knowledge to the benefit of all that they come in contact with during the course of their work. In this sense, the supervisor's customers include such people as the building owner, business owner, architect, engineer, superintendent, development services specialist, all city staff members, tenant, resident, etc.

All who have a stake in the construction process or in the use of a finished building are to be considered customers. Customers should be treated with respect, and when problems arise, the supervisors use their exceptional knowledge in a problem solving mode to the benefit of the associated customers. The goal is for supervisors to use their exceptional code knowledge and/or City of Tempe's processes to the benefit of all customers, ensuring the minimum code standards are incorporated in the built environment as the code intends.

### REPORTING RELATIONSHIPS

Receives general direction from the Deputy Community Development Director – Building Safety and Permits or from other supervisory or management staff.

Exercises direct supervision over professional and technical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of experience in building design and construction, including two years of supervisory responsibility. Experience in code administration and enforcement is preferable.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil, structural, mechanical or electrical

	engineering, architecture or degree directly related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a Certified Building Official (CBO) or a licensed Architect/Engineer.</li> <li>● Possession of an ICC Certification as a Building Plans Examiner is required within one year of hire.</li> <li>● Must possess and maintain all licenses/certifications.</li> </ul>

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and supervise plan review operations within the Building Safety Division; and to perform a variety of highly skilled technical tasks relative to assigned area of responsibility.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for plan reviews and permit issuance; implement policies and procedures as directed by the Deputy Community Development Director – Building Safety.
- Plan, prioritize, assign, supervise and review the work of staff involved in plan review and permit issuance.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for proposed expenditures; monitor and control expenditures.
- Participate in the selection of plan review staff; provide and coordinate staff training; work with employees to correct deficiencies, implement performance management procedures.
- Review building plans to determine code compliance.
- Recommend changes in codes to resolve design and interpretation issues and to accommodate new materials and new design concepts; interpret provisions of the construction and zoning codes for architects, engineers, contractors, inspectors and building owners.

- Confer with architects, engineers, contractors and owners on proposed projects to resolve problems prior to submittal. Conduct preliminary plan reviews of projects before they are formally submitted.
- Perform field inspections as necessary to determine code compliance and proper installation of the more complicated structures or systems.
- Attend board meetings and initial project meetings to inform applicants of Tempe's building code requirements, policies, and procedures; serve as a skilled technical advisor.
- Prepare regularly scheduled reports for section.
- May be assigned responsibility for the Department during the absence of the Deputy Community Development Director - Building Safety.
- Answer questions and advise the public by telephone or at the counter concerning codes and plan check reports; advise building inspectors of unusual design, construction or installation problems.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Revised April 2006 (change title, revise responsibilities, revise certification req to include CBO and ICC).*

*Revised Nov 2010 (Removed optional driver's license statement)*

*Revised Dec 2010 (Title change)*

*Revised March 2019 (Clarify reporting relationships, update min quals to include years of exp & certification requirements)*  
*Revised July 2019 (License/Certifications required)*